Deliver Phase Overview

This overview lists the Deliver phase inputs and outcomes necessary to develop training that is relevant, interactive, engaging, polished, and supported. Refer to the overall process checklist for additional context.

Inputs
What are the necessary inputs to complete this phase?
- ❑ Course materials
- ❑ Evaluation tools and methods
- ❑ Completed testing
- ❑ Training of Trainers (TOT) materials
- ❑ Prepared training logistics, such as shipped materials
- ❑ Training maintenance plan

Description/Explanation
What are the components of the Deliver phase?
- This phase begins with the Training of Trainers (TOT), which prepares trainers to conduct the training sessions. The TOT incorporates course content and presentation/facilitation techniques. During this session, trainers receive the Trainer Toolkit, which outlines important information about course delivery.
- Logistics representatives support training needs. These needs include confirming course arrangements, providing continued course registration, and logistics coordination in the classroom during training sessions.
- Trainers present the program to its intended audience. At the end of each session, trainers distribute course evaluations for participants to complete. These evaluations are collected and sent to the appropriate FSAU contact.
- The training maintenance plan is implemented.

Outcomes
What are the outcomes of this phase?
- ❑ Conducted Train the Trainer (TOT) session
- ❑ Provided logistics support for training course(s) and registration
- ❑ Conducted training programs
- ❑ Completed course evaluations completed are submitted to appropriate FSAU contact
- ❑ Implemented training maintenance plan